Creating launches

Introduction

This Quick guide will show you how to create a new launch. The data that needs to be added is; name, customer(s), product(s) and you have to import figures into the launch. In the end you have created a new launch.

Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software.

The guide *may* contain important general notices. These will be marked with an exclamation icon.

Tips and tricks are marked with an Info-icon.

Questions & Answers note relevant to the topic at hand.

1 **Open Launch list**

Click Launch list in the ribbon

You can also add a new launch to the specific customer. Open customer, and select Launches in the menu to the left.
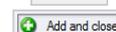
2 **New launch**

Click New launch in the ribbon. A new launch will be added to the list. Open it by double-clicking in the launch ID.
Give the launch a name and you can choose to enter a description in the field next to the name, if you want.

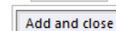| Launch			
Launch ID: 25	Name: Chocolate new flavor	Description: New flavor, cherry, chocolate sticks.	

3 **Add Customer**

Click Add customer in the ribbon to add customer(s) to the launch. In the new window mark the customer(s) you need by using Ctrl or Shift. When you are done marking, you click Add and close.

4 **Add Product**

Click Add product in the ribbon to add product(s) to the launch. In the new window mark the product(s) you need by using Ctrl or Shift. When you are done marking, you click Add and close.

Import figures to launch

You can import a previously exported launch and use it as template. Check Import launch as template on the following page.

Export launch

You can export a launch to use it as template for future use. Then you can import it any time when you want a template.
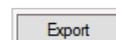
1 **Export launch**

Click Export in the ribbon to export the launch to your computer. By doing this, you can import it again later as a template for future use.

2 **Check what to export**

In the pop-up window, check the elements you want to export and click Export.

☑ Name
☑ Description
☑ Item number
☑ Customer number
☑ Approved by kam
☑ Launch cost
☑ Year

Export

3 **Save the launch**

Now you can select what to do with the document. This looks different depending on your browser. (Here we use Microsoft Edge).
Click Save as to select a folder where you want to save the launch, and now you have to save it like you save any other document on your computer.

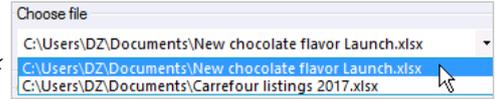Effectmakers

Import launch as template

1   Import launch

Click Import in the ribbon to import a previously exported launch to use as template.

2   Select file for import

Below Choose file, select a file you want to import to the launch in the drop-down list.
Follow the Import steps *(See at: Upload to BMS cloud Quick Guide)* and Import your Launches.

Choose file
C:\Users\DZ\Documents\New chocolate flavor Launch.xlsx
C:\Users\DZ\Documents\New chocolate flavor Launch.xlsx
C:\Users\DZ\Documents\Carrefour listings 2017.xlsx

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What happens if I import the same launch twice? Nothing. The only change is that your forecast will be updated.